Nita M. Lowey 21st Century Community Learning Centers

FY 23 RFP

Frequently Asked Questions (FAQs)

Mississippi Department of Education
Office of Federal Programs
359 North West Street, Suite 111
Jackson, Mississippi 39201

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AUDITS

1. **Is audit required for all programs?**

   The FY23 21st Century Community Learning Centers (21st CCLC) Request for Proposals (RFP) requires all applicants to provide a financial audit from the most recently completed fiscal year. **In the event an applicant does not meet the threshold of receiving $750,000 in federal funds in a single year, the applicant must include a letter in the proposal package acknowledging this fact.** As stated on page 29 of the RFP, any non-federal entity that expends $750,000 or more within a year in federal awards shall have a single or program specific audit conducted for that year in accordance with the provisions of 2 C.F.R. Part 200 Subpart F.

2. **Is the audit you are referring to, the entire financial audit conducted annual in the district?**

   For the LEA, the financial audit may be the annual Single Audit that is conducted for school districts.

PROGRAM RULES

3. **Can we use 21st CCLC dollars to pay anyone to write the grant?**

   No. Please see page 26 of the RFP that provides examples of unallowable grant expenditures. 21st CCLC grant funds cannot be used to pay for the preparation of the 21st CCLC grant proposal.

4. **We have 3 locations and are applying for them to be under one grant. Is this considered a consortium?**

   No. This program would be considered as one grant with 3 program sites.

5. **Are we required to have a community meeting prior to submitting the application?**

   All applicants are required to notify their communities of the organization's intent to apply for a 21st Century Community Learning Centers Grant. The organization determines what method of notification is best for the respective community.

6. **Does math have to be included as a subject area? Can we focus on art, literacy, technology and science and not explicitly math?**

   No. 21st Century Community Learning Centers programs can focus on a wide variety of subject areas, academic enrichment activities, youth development activities, and activities to support parent and family engagement opportunities. However, the 21st CCLC program must supplement the academic program.

7. **What does sustainability look like?**

   Sustainability refers to the ability to continue the afterschool program services after the federal funds end. All applicants are to include a detailed plan for sustainability to address how students' services will continue when there are no remaining grant funds.

8. **Which parts of the proposal are most important to provide specific, concrete details? Obviously, the budget, but which other parts should we make sure to drill down into the details?**

   Each part of the proposal is important. Please note the maximum points for each section: Needs Assessment (20 pts), Program Plan (20 pts), Quality Contact time (5 pts); Recruitment and Retention (6 pts), Staffing and Professional Development (6 pts); Advisory Council and Operating Partnerships (5 pts); Collaboration and Communication (6 pts); Student Safety and Transportation (6 pts); Sustainability Plan (6 pts); Evaluation (10 pts); and Budget (10 pts).

9. **Are project coordinators mandated?**

   The organizational structure is determined by the needs of the proposed program.

10. **Is the cost of recruiting/placement paid by the grant?**

    Recruitment of personnel for the performance of the 21st CCLC program is an allowable expenditure.

11. **What is the indirect cost percentage on this grant? How does the subgrantee calculate indirect costs if they are non-LEAs?**

    LEA subgrantees will use the restricted indirect cost rate assigned by the MDE Office of School Financial Services. Non-LEA subgrantees should use a restricted indirect cost rate not to exceed 8.0% (34 CFR Part 76.562).

12. Will you clarify that you can only have 3 pages for the budget/narrative?

The budget pages (Forms A, B, and C) should be completed in their entirety. Please provide all requested information on the budget forms. There are no page limits for budget completion.

13. Is there a percentage we should budget for equipment?

No. Your data and identified needs in your proposal should determine the amount of funds spent on equipment from your budget.

14. Can you buy equipment in year 4?

No, all equipment for your program should be purchased in years 1, 2, and 3.

15. Where do proposals typically lose points (those simple mistakes that could have been avoided)?

Points are typically deducted when the applicant does not completely follow instructions and/or does not appropriately respond to the questions.

16. Should Budget on Form C be detailed and narrative?

Budget Form C should include figures and a narrative description of all line items found on the form.

17. Is there carryover?

No, there are no carryover funds with 21$_{st}$ CCLC. Please see page 28 of the RFP.

18. What are the measures of effectiveness?

Measures of Effectiveness refer to factors that assess student success as noted in Title IV-B, Section 4205 of the Every Student Succeeds Act (ESSA). All grant programs and activities shall:
- Be based upon an assessment of objective data regarding the need for the 21$_{st}$ CCLC programs and activities in the schools and communities.
- Be based upon an established set of performance measures aimed at ensuring the availability of high-quality academic achievement opportunities; and
- Be based upon evidence-based research that the 21$_{st}$ CCLC program or activities will help students meet the challenging State academic standards.

All evaluations of 21st CCLC programs must be based on these factors.

19. **There is no match funding required (in-kind or actual match), just sustainability for the reduction percentage each year, correct?**

Yes, there is no match funding required for the grant. However, a detailed sustainability plan should be submitted within the proposal.

20. **Am I supposed to type anything ...maybe "see Budget Overview (Form A), Budget Narrative (Form B)" or am I supposed to retype a summary of the information that is found on Forms A, B, and C.?**

Please refer to the Instructions for Budget Forms on page 57 of the RFP. Specific instructions for completing the budget forms are found in this section of the RFP.

21. **Should REQUIRED ELEMENTS be submitted in a particular order?**

Yes, please submit information in the order as requested on the Required Elements Checklist on page 69 of the RFP.

22. **Should the evaluator be specifically identified in the proposal?**

It is not required to identify the actual program evaluator in your proposal; however, the narrative must include a description of the qualifications of the evaluator. Also, please account for the position in your budget.

23. **Does the indirect cost have to be factored in the 20% Administration allocation?**

Yes, the indirect costs of the program should be factored in the 20% limit of the administrative allocation.

24. **Is it allowable for a nonprofit agency to use the US Department of Labor's guidance for indirect cost calculation?**

Non-LEA subgrantees should use a restricted indirect cost rate not to exceed 8.0% (34 CFR Part 76.562).

25. **How much funding is available this grant year?**

Grant awards range from $50,000-$400,000 this award year. It is a 4-year grant.

26. What is the maximum that can be spent for the external evaluator?

Two percent (2%) of the annual budget is the maximum amount that can be spent on the external evaluator.

27. How do we locate a professional evaluator?

The MDE will provide training, a logic model, and an evaluation matrix to assist in the grantees' efforts in locating a professional evaluator.

28. Does MDE give preference to multi-site proposals over single-site proposals?

No, there is no preference regarding the number of sites within proposals.

29. Will priority points be awarded to schools in counties if the existing 21$_{st}$ CCLC in the county does not serve the school or district?

No. Priority points will not be awarded if a 21st CCLC program is operating in the county. Priority points will only be awarded to programs proposing to serve students in a county that is not currently being served by 21$_{st}$ CCLC programs.

30. Can any percentage of the funds be used for programs during the school day? Please discuss the use of funds during the school day.

No, applicants can only use 21$_{st}$ CCLC funds to conduct expanded learning programs that provide students at least 300 additional program hours before or after the traditional school day. 21$_{st}$ CCLC programs may operate during traditional school day hours **outside of state-mandated instructional time**.

31. We are in our last year of our grant. In order to qualify for the FY23 grant, would the program have to be different than the program we currently have?

Yes, your program will have to target a different population of students.

32. Can we apply under this new RFP targeting only preschoolers?

Yes, you can target any population of **students that attend a school district** you identify based upon your needs assessment.

33. Is it mandatory to have 2 schools or can you focus on just one school?

You can choose to serve only one school with 21st CCLC grant funds.

34. If a district has a school serving middle and high school students, and one serving PreK-5th is it possible to receive 2 separate grants?

It is possible to receive 2 separate grants if the each of the grants serve a different target population of students.

35. Do you need the superintendent signature if the proposed site is not located at a school?

Yes, the superintendent's signature acknowledges the school district's participation in the 21st CCLC program.

36. Will COVID-19 restrictions allow for changes in the scope of work if they occur at the local level?

Yes, COVID-19 program changes can occur with **prior approval from MDE through alternate programming methods on a case-by-case basis. You must contact the Office of Federal Programs for prior approval.**

37. Is the 25 pages limit a minimum or maximum?

There is a 25-page limit maximum for narrative portion of the proposal.

38. Can we do summer programs? Does this count towards the 300 hours for expanded learning programs?

Yes, you can do summer programs. The 300 hours for expanded learning programs must occur before or after school. The summer programming is not included in the 300 hours for expanded learning programs

39. If we only have a couple of competitive priorities, is that okay to still submit?
Yes

40. When should grantees be prepared to start their programs if approved?

The new 21st CCLC programs will be operational within 30 days of receiving the MDE award notification or within eight weeks from the first day of school, whichever is later.

41. **Would we be required to provide transportation for any private school children who participate?**

    It is required to provide transportation; however, it is advised to discuss transportation arrangements with the private schools who are interested in participating during consultation.

42. **How many 21ˢᵗ century grants are one organization allowed to have active simultaneously?**

    Two

43. **If we are in the final year of one grant currently (it ends in FY 22-23), would this overlap with the new grant that is being discussed today?**

    No, there will be no overlap.

44. **Please clarify the statement below on page 58 of the 21ˢᵗ CCLC RFP: "The total of the amount budgeted for Evaluation, Indirect cost, and Administrative Cost should not exceed 20%. Project Director, Project Coordinator, Evaluator, Business Manager, and any related positions are considered administrative…"**

    Administrative costs are costs that are associated with the implementation of the 21ˢᵗ CCLC program. Each year, the administrative costs cannot exceed 20% of the annual allocation of the grant. The 20% limit includes the costs for program evaluation, indirect costs, and any administrative positions associated with the 21ˢᵗ CCLC program.

45. **Given that as of today, COVID is on the rise again here in Mississippi, will grantees be allowed to make changes in instructional delivery and scope of work if school districts are forced to return to virtual or hybrid learning models after the application is approved?**

    See Question #36

46. **Is there an anticipated scoring range to be funded?**

    No. This is an open-competitive process. Awarded proposals will be funded from highest to lowest scores until the funding is exhausted. The minimum allowable score is 80.

47. **Can the funding be utilized primarily for summer programs as opposed to after school programs?**

    No, summer programs can be funded with 21ˢᵗ CCLC funds in addition to the afterschool programs. Assurance 31(f) on page 47 of the RFP states each 21ˢᵗ

CCLC program will operate at least three (3) days per week at a minimum of nine (9) hours per week of afterschool programming. If a summer program is proposed, it must be in conjunction with an afterschool programming.

48. Would we be able to pay rent, insurance, utilities bills out of funds if approved?

No. Rent, insurance, utilities bills, and other operating costs are not allowable.

49. Can an IHL or Community College be the major collaborating partner?

Yes, as long the organization partners with a school and school district and serve public school students (and any non-public school students wanting to participate).

50. Is this program for any public school or county?

The 21st CCLC program serves students attending any public school district in Mississippi, and non-public schools who wants to participate.

51. What grade levels are eligible for this program.

Grade levels are defined by the participating school and/or school district.

FORMATTING & SUBMISSION

52. Do the partner letters have to be in a letter format? Can emails work?

Partner letters should be in letter format, indicating what the contributions will be. The letters should contain original signatures. Emails will not be accepted.

53. What should be page number 1 of my 25-page narrative? What should page 25 be?

You are limited to 25 pages of narrative. The narrative portions of the application begin with the abstract, include the needs assessment, program plan and implementation, and conclude with the evaluation plan.

54. Are all the budget forms A, B, and C included in the maximum allowed 25 pages?

No, the budget pages are not included in the 25 pages of narrative.

55. **Will appendix pages be accepted?**

Yes, please label the appendix pages accordingly.

56. **What pages are considered part of the 25 pages of the narrative?**
Any narrative sections other than charts and required forms.

57. **The proposal recommends double space. On the call, it was stated that we could use single spacing. Please confirm.**

The font size and margin sizes were strong recommendations for the easy readability of the proposals by the peer reviewers. Applications will not be penalized if they are not double-spaced or if the margin size is not one inch as recommended.

58. **The Nita M Lowey 21st Century CCLC Program RFP urges submission of response via the RFXS system. Please explain how we access this system and instructions for how to use it.**

Email the grant proposal to RFXS@mdek12.org. See page 32 of the RFP for submission guidelines

21ST CCLC PROGRAM PURPOSE

59. **What are the 21st Century Program Roles and Responsibilities?**

The 21st Century Community Learning Centers Programs provide opportunities for academic enrichment activities during non-school hours or periods when school is not in session, such as before and after school or during summer recess, particularly for students who attend low-performing schools.

PROGRAM STAFFING/PERSONNEL

60. **Who can't get paid in this program in administration?**

Superintendents, School principals, CEOs, CFOs, Transportation directors, or similar executive positions cannot serve as project directors or site coordinators for 21st Century Community Learning Centers grant programs.

61. **Can one person hold more than one position in the program i.e., can the project director be site coordinator with a lead teacher?**

The organizational structure is determined by the needs of the proposed program, however, the individual salary/wage can only appear once in the budget.

62. **Talk about the role of the external evaluator.**

The external evaluator is a vendor who is charged with examining the effectiveness of your 21$_{st}$ CCLC program. The external evaluator should have experience in assessing measurable outcomes, analyzing data, and reporting findings that refine or improve educational afterschool programs.

63. **May non-certified employees be paid overtime wages with 21$_{st}$ CCLC funds?**

The 21$_{st}$ CCLC program is not regarded as a full-time program; it is not an overtime program. The 21st CCLC program is a supplemental program, and wages are determined by the organizations. However, the wages must be reasonable.

64. **Can assistant principals serve as site coordinators?**

Yes, assistant principals can serve as site coordinators for 21$_{st}$ CCLC programs.

65. **Does this mean site supervisors at each site are considered administrative costs? Should site supervisors be listed on Budget Form B and Form C as Administration or Personnel?**

The MDE considers administrative personnel as individuals who do not provide direct instruction to students. The organization must determine the roles and responsibilities of personnel, and who are administration and non-administration.

66. **When doing the budget where do you list bus driver wages and gas?**

On Form C, budget the bus driver under personnel if wages are paid, and gas could be considered a supply line item.

ELIGIBLE ENTITIES

67. **If our district is not a CSI, TSI or ATSI school, should we even write a project?**

All interested parties are encouraged to apply for the 21$_{st}$ CCLC grant.

68. **If you already have a grant and have one more year, can I apply?**

Yes, if the applicant is in good standing and propose to serve a different population of students.

69. What are the qualifications of a district to receive grant funds?

Any public or private organization is eligible to apply for a 21$_{st}$ CCLC grant. The organization must have an active UEI number, must be in good standing with the Mississippi Department of Education, and have an MDE board-approved proposal.

70. What hope is there for a district that is neither CSI, TSI, or ATSI school to be awarded?

See Question #70.

71. Are LLCs eligible?

Yes

PRIVATE SCHOOL PARTICIPATION

72. How will equitable services be calculated for non-public/private schools?

It is important to remember public schools are providing services to the non-public/private schools. Therefore, the non-public/private schools are invited to participate in the services in your proposed program. Please be reminded that transportation from the non-public/private school to the public-school site or organization site for students to participate is the responsibility of the grantee.

73. Equitable Participation-Does the individual school applying for the grant only provide comparable opportunities to the private schools in the individual school's zone or the entire district? Include all private schools in the district?

The individual school applying for the grant should conduct consultation with private schools within the attendance zone of the entire school district.

74. Do you have to consult with private school even if they declined Title I & II services?

Yes, you must conduct private school consultation with the Title IV, Part B-21$_{st}$ Century Community Learning Centers Grant.

75. Are private schools that participate subject to the focus presented by the host LEA?

Private schools that elect to participate in public LEAs' 21$_{st}$ CCLC programs are required to adhere to the program goals and activities as stated in the MDE-

approved proposal. The private school is subject to the program focus as presented by the host LEA.

76. **Do we reach out to private schools only? Is there a public-school requirement?**

No. All 21st CCLC programs must involve a public school district (LEA). If the organization is a non-LEA, then the organization must partner with a public school and public school district. The funds are targeted to provide services for public school children with opportunities for children who attended non-public schools to participate in the 21st CCLC program.

PARTNERSHIPS/CO-APPLICANTS

77. **On the summary of partners table, what qualifies as a "partner"? Please provide an example.**

Partners are individuals, organizations, agencies that contribute finances, tangible materials, goods, services, training, and/or volunteers to your 21$_{st}$ CCLC program.

78. **Do you provide separate budget breakdown for co-applicant and partner?**

No. There is only one budget for a single project. The fiscal agent is responsible for the administration of the grant from initial award to grant closeout.

79. **If we are applying jointly/collaboratively with another eligible organization, should we indicate that we are a consortium or individual applicant on the cover page?**

Yes, please refer to Form 1 (Cover Page) on page 38 of the RFP. There is a section on Form 1 for you to indicate whether your proposal is an individual grant or a consortium grant. Additionally, complete Form 9 (Co-Applicant/Consortium) on page 54 of the RFP.

80. **For consortium, do you have one fiscal agent?**

There is only one fiscal agent for all grantees—single entities or consortia.

81. **What is the difference between a partner and a consortium?**

A partner is viewed as an entity that provides services and resources to support program operation. A consortium is viewed as co-applicant organizations having substantial roles in the delivery of program implementation. Each co-applicant is actively involved in program planning and

design, share grant resources, make joint decisions, and have ongoing, significant involvement in the management and oversight of the program.

82. **Must partners contribute financially or through services?**

Partners may contribute monies, services, or tangible materials/goods to the 21st CCLC program.

83. **Do we have to partner with an LEA?**

Yes, all 21st CCLC programs must partner with a public school and school district.

84. **Is a partnership mandatory, or do I need to at least send an invitation to non-public/private schools to participate?**

Yes, it is important to remember public schools are required to provide services to eligible students who attend non-public/private schools in the local attendance area. Therefore, the non-public/private schools should be invited to participate in the services of your proposed program through consultation.

85. **As a Non-Profit Corporation, we have partnered with one private school so far and several childcare facilities. Are there any other things that we should consider as we prepare?**

Yes, the organization must partner with a school and school district. Also, consider the needs of the children you plan to serve in your community.

86. **If we partner with the local school district but we act as the fiscal agent, is that a co-applicant or partner relationship?**

See Question #75

87. **How many partnerships can the school have?**

There is no limit to the number of partnerships.

88. **If the school wants to partner with a private organization, what are the liabilities and responsibilities of the school?**

The school must collaborate with the non-LEA to maintain an open line of communication. There must be a connection from school to afterschool programs. Also, there is a data-sharing agreement (Supplemental Form C, page 71 of the RFP) between the school and non-LEA. If the non-LEA is the fiscal agent, then the non-LEA is responsible for all aspects of the 21st CCLC program, fiscal and programmatic. The non-LEA must ensure that the 21st

CCLC program is a success.

REIMBURSEMENTS

89. **How and when will funds be distributed or reimbursed?**

    All 21st Century Community Learning Centers grants are **reimbursement-only** grants. All grantees are required to submit monthly requests for reimbursements. Reimbursements will not be processed until an official proposal and revised budgets have been approved by the MDE.

90. **If the request for funds is submitted by the 5th, what is the amount of time to be reimbursed?**

    Requests for funds are due by the **5th of each month**, unless otherwise announced by MDE. The normal time is within 30 days if the requests for funds are submitted by the deadline.

91. **Since it is reimbursement only, is it correct that participants must launch programs with their own funds? How long does it take for reimbursement each month?**

    Yes, programs must be funded with applicants' own funds. The 21ST CCLC grant is reimbursement only. Reimbursements are typically completed within 30 days of request submissions. See Question # 89 for additional details.

TRAININGS/ADDITIONAL INFORMATION

92. **Will the webinar and training PowerPoint slides be posted on the MDE site?**

    Yes, the RFP Pre-Proposal Conference, PowerPoint slides, and Pre-Proposal conference recording will be posted on the 21st CCLC webpage on the MDE website https://www.mdek12.org/OFP/Title-IV-Part-B.

93. **Is the Notice of Intent to Apply a letter? If so, is there a form online that we fill out for it?**

    There is no letter. The Notice of Intent to Apply form is found on page 64 of the FY23 RFP. The Notice of Intent to Apply should be received by the Thursday, March 2, 2023, deadline. The Notice of Intent to Apply is not required to apply but may be necessary to assist the MDE in planning purposes and preparation for proposal scoring.

PROPOSAL CONFERENCE – 02/28/2023

1. **What if you are a non-profit working with multiple school districts? Which will be the partnering district?**

   It appears that the non-profit is the fiscal agency, and the non-profit is partnering with the school district to provide services to the students through the 21st CCLC program.

2. **Just to confirm – we currently have two grants ending September 30, 2023, so we are ineligible to apply?**

   No, the organization is still able to apply since the grants are ending.

3. **What if you are a non-profit working with a private school and other childcare facilities?**

   The organization will need to still partner with a school and school district to provide services

4. **Does this grant apply to childcare centers?**

   Childcare centers are eligible to apply, but the childcare center must partner with a school and school district.

5. **What documents are needed to show partnership with a district? Is the letter of support template all that's needed?**

   The proposal will need to include the participation letter (Form 7 on page 52 of the RFP), from each participating school and school district. The letter must be completed by the superintendent and the principal of the participating schools. The letter must also contain the authorized signatures and title of the responsible parties.

6. **Should the program only address remediation or are enrichment programs applicable?**

   The program can address remediation and/or enrichment activities, as long as the 21st CCLC program complements the academic program.

7. **How do we partner with the school district?**

   The organization will need to consult with the school district to see if they are willing to participate in the organization's 21st CCLC program. If the school district agrees, then a participation letter must be provided from the superintendent and principal; see page 52 of the RFP.

8. **Can a for profit business like a tutoring program apply if they are partnered with a school?**

   Yes, for-profit business can apply for the 21st CCLC program. However, the business cannot charge for services provided by the 21st CCLC program.

9. **Is it a requirement to submit jointly with another agency?**

   No, it is not a requirement. However, if you are a non-LEA, you must partner with an LEA (school district) to apply.

10. **Can you use it to work with a modified schedule?**

    The 21st CCLC program must operate during non-school hours. This includes before, after, and summer school. Remember, the program must operate at least three days per week at a minimum of 9 hours per week before or after school.

11. **I understand that there is a 2-project maximum. Can there be multiple schools within one district working on their own projects or would the district be restricted to two total awarded projects?**

    If the district is the fiscal agent, then the district is restricted to operating two programs simultaneously. There are no restrictions on the number of schools served; however, multiple programs cannot serve the same student.

12. **If the school district has a 21st century grant will my nonprofit organization still be able to apply to work with those students who attend the nonprofit and not the 21st century at the school district?**

    Yes, as long as the students are not being served by both programs.

13. **Will you provide an example of a grant application that was approved as a guide?**

    No. In order to receive an approved grant proposal, you must submit a public records request. Please visit https://www.mdek12.org/OPR/Reporting.

14. **Also, will there be a boot camp to help with writing of the 21st century application as it was with the CFPA?**

    No, because this is a competitive grant process.

15. **Can a school district partner with more than one organization?**

    Possibly, only if the two organizations are not serving the same students.

16. **Is the partnership a separate document that is not included in the RFP packet?**

    Grant applicants must complete the Summary of Partners Table on page 53 of the RFP. Each partner listed on the table must provide a signed letter of partnership within the proposal.

17. **Which particular office would I need to contact in order to obtain the public records request for approved 21st century applications?**

    See Question # 13

18. **Is it allowable to post the notification of submitting an application on an IHL institution website or the department of the university who is developing the program.**

    Yes, but please follow the organization policy and/or procedure for public notification.

19. **What would the organization use as their evidence of previous success if this is their first time applying for this grant?**

    The applicant must provide evidence that otherwise demonstrates experience or the promise of success in providing educational and related activities that will complement and enhance the academic performance, achievement, assessment, program monitoring, and positive youth development of the students. The applicant can provide evidence of best practices, that may include research or evidence-based practices that will be used to conduct educational and related activities that will complement and enhance academic performance, achievement, postsecondary and workforce preparation, and positive youth development for the students to be served by the proposed 21st CCCLC program.

20. **How do you show evidence of success?**

    Participant data which includes academic records, state assessments, etc.

21. **What if this is your first time applying and there is no previous data. Can data be used from other activities and/or credentials of leadership and administrators of the organization?**

    See Question #19

22. **What data would be used if this is the first time applying for the grant in that section?**

    See Question #19

23. **Is it allowable to post the notification of submitting an application on an IHL institution website or the department of the university who is developing the program.**

See Question #18

24. **What if more than 9 hours per week are spent with the student during non-school hours, does that count toward the time spent overall?**

Yes, because the organization must provide at least 300 additional program hours before or after the traditional school day.

25. **So, no limitations or restrictions during summer / spring break?**

No, there is minimum requirement during the summer.

26. **Please clarify length of document. The RFP says that the entire response cannot exceed 25 pages. Does this include forms? Does the 25 page narrative limit include the budget?**

You are limited to 25 pages of narrative. The narrative portions of the application begin with the abstract, include the needs assessment, program plan and implementation, and conclude with the evaluation plan.

27. **Where is the page limit mentioned in the RFP?**

See page 31 of the RFP.

28. **How do you get around or handle school district requirements for background checks on volunteers?**

Background checks are required for any individuals working or volunteering in the 21st CCLC program.

29. **What SPECIFICALLY falls under the 25-page limit?**

See Question #26

30. **Can you talk more about transportation for programs that operate on a site other than a school site?**

Transportation must be provided to and from the 21st CCLC program.

31. **Can you pay for the background checks for staff with grant funds?**

Yes, background checks are an allowable cost.

32. **Can you use the grant to pay for the staff and volunteer's wages?**

Yes, the organization can pay for staff. However, volunteers do not get paid, they provide in-kind services.

33. **On the earlier question regarding volunteers & background checks, what if the school district does NOT allow volunteers at all? Will this cause a loss of points on application?**

The organization will need to discuss with the school the volunteering process and requirement.

34. **I may have missed this but how do we let you know of our intent to apply by March 2nd?**

Yes, the intent must be emailed to 21century@mdek12.org by March 2nd.

35. **If awarded at the end of May, does programming start during the summer?**

It can start in the summer or 8 weeks after the first day of school.

36. **Where do we submit the intent to apply to?**

See Question #34

37. **What is the maximum amount of funding for the first year?**

For the first year, the grant may be awarded a minimum of $50,000 or up to a maximum of $400,000.

38. **If we submit an intent to apply, and then choose not to submit an application, . Will that be a problem?**

No.

39. **If an organization does not apply this year, will there be another opportunity next year?**

Yes, we will release the FY24 in the coming months.

40. **How many contact hours are required for summer programming?**

See Question #25

41. **If not awarded FY23, can you apply for FY24?**

Yes.

42. If we plan on starting programming Aug 23, should we wait to apply?

The organization can apply for both FY23 and FY24.

43. What are the grant/project periods for FY 23 versus FY 24?

For FY23, the grant period begins May 2023. For FY24, the grant period will probably begin August 2023.

44. In addition to Form 7 being completed by partners, do they need to submit a written letter as well?

No, Form 7 serves as the participation letter.

45. Can you expand on external evaluator?

An external evaluator is an individual, agency, or organization, with no vested interest in the 21st CCLC program. See page 32 of the RFP for additional information.

46. Did you mention that 21st century grant was a reimbursement grant?

Yes, the 21st CCLC program is a reimbursement grant only.

47. Are equipment & supplies reimbursable only? Does this mean we have to purchase equipment and supplies first and be reimbursed, or is this for administrative and tutors only?

Equipment and supplies are reimbursable, only if they are allowed within the 21st CCLC program. The 21st CCLC program will require the organization to pay all program costs first, and then request reimbursement.

48. Is reimbursement done monthly?

Yes, reimbursements are processed monthly. The subgrantee must complete a Request for Funds by the 5th of every month, unless otherwise announced by MDE. The normal time is within 30 days if the request was received by the deadline.

49. How does the reimbursement process work?

We will provide additional information about the reimbursement after the grant award.

50. Did you say we can pay for student's meal while they are at the program?

No, meals/food are not an allowable expense. Water is considered a food item.

51. **Is entertainment or incentive allowable if corporations or other organizations donate funds or resources to support this aspect of the program.**

    It would be considered an in-kind service; but remember that entertainment and incentives are not an allowable cost with 21st CCLC grant funds.

52. **If they go on a field trip, we will not be able to purchase food for them?**

    Correct, food is not an allowable cost with 21st CCLC grant funds.

53. **Will all items budgeted in the 21st century program be reimbursable such as salaries and supplies, etc?**

    If the cost is allowable and approved in the budget, then it would be reimbursable expense.

54. **How long does it take for funds to be reimbursed and is it direct deposited?**

    We will provide additional information regarding reimbursement after the grant award.

55. **Would we be able to rent charter buses for field trips?**

    Yes, only if the cost is reasonable and necessary.

56. **What is the purpose of the external evaluator?**

    The external evaluator is a vendor who is charged with examining the effectiveness of your 21st CCLC program. The external evaluator should have experience in assessing measurable outcomes, analyzing data, and reporting findings that refine or improve educational afterschool programs.

57. **What qualifications should organizations look for when selecting an external evaluator?**

    See Question #56

58. **How many grants are being awarded?**

    It depends on the number and quality of submitted proposals and the availability of funding.

59. **Can these forms (content) be copied and used or should we be copying the pages from the RFP?**

    Yes, the forms can be copied.

60. Do you have a list of current and past funding projects by county?

Please see Supplemental Form D on page 73 of the RFP for a current geographically listing of 21st CCLC programs.

61. Will we have access to these slides?

Yes, the slides and the pre-proposal recording will be available on the website (https://www.mdek12.org/OFP/Title-IV-Part-B).

62. Does the public notice of application have to be posted to the JSU main webpage or the JSU College of Education page?

See Question # 18